

# Prairie Creek Elementary School Drop Off/Pick Up Procedures

2018 - 2019

With the addition of a second drop off/pick up loop to our parking lot, our car rider process will change beginning the first day of school, August 16<sup>th</sup>.

**PLEASE MAKE SURE TO READ THE FOLLOWING INSTRUCTIONS CAREFULLY** to ensure a smooth process for our students, staff and families. Please email or call the front office with questions about these procedures before the first day of school, 913-592-7255 or pces-info@usd230.org.

## Car Riders:

1. There are now two options for drop off and pick up from Prairie Creek.  
**Loop A ~grades K, 1<sup>st</sup> , and carpool students** and **Loop B ~grades 2-5** (please see attached map for loop identification).
  - a. **Loop A:** Families with a **Kindergarten** or **1<sup>st</sup> Grade student** will drop off AND pick up through Loop A.
    - i. **Any student** with a sibling in Kindergarten or 1<sup>st</sup> Grade will meet up with their sibling during dismissal and will be picked up with their younger sibling in **Loop A.**
    - ii. Ex. Susie is a 1<sup>st</sup> grader, but has a sister Emily who is in 4<sup>th</sup> grade. Emily will meet up with Susie in our staging area and wait for their name to be called for **Loop A.**
  - b. **Loop A:** ALL students who participate in a **carpool** will execute drop off/pick up through Loop A.
    - i. Ex. The Smith and Jones family trade off car pool responsibilities for their students during the week. Both families, regardless of whether it is pick up/drop off, will use **Loop A.**
    - ii. Ex. Mrs. White is unable to make pick up as she has an appointment. Mrs. White calls the front office (prior to 2:30 pm) to inform them that Mrs. Blue will be picking up her students. Mrs. Blue will need to pick up all of the students through **Loop A,** regardless of her normal loop assignment.

- c. **Loop A:** All families assigned to this loop will stage their vehicles along 165<sup>th</sup> Street and will turn LEFT into the loop. Vehicles will proceed through the loop and exit onto 165<sup>th</sup> Street with a RIGHT turn ONLY (please see attached map for specific staging placement).
- d. **Loop B:** Families with a **2<sup>nd</sup> – 5<sup>th</sup> Grade student ONLY** will drop off AND pick up through this loop.
- e. **Loop B:** All families assigned to this loop will stage their vehicles along 167<sup>th</sup> Street and will turn RIGHT into the loop. Vehicles will proceed through the loop and exit onto 165<sup>th</sup> Street with a LEFT turn ONLY (please see attached map for specific staging placement).

**Vehicles in the car line need to pull up to the next available spot when dropping off/picking up.**

**Drop off will begin at 7:45 am and dismissal will begin at 3:10 pm.**

#### **Bus Riders:**

All buses will continue to use the loop located behind the school building. They will, however, now be using the access road on 167<sup>th</sup> Street to enter the school grounds and will not be using the main entrances to the school.

#### **Y-Care:**

All Y-Care families will be using the same loop the buses use behind the school building. Please note you will need to enter with a right hand turn into the loop and a right hand turn out of the loop onto 167<sup>th</sup> Street.

#### **Walkers:**

All students identified as a walker will be dismissed from the front entrance of the school at 3:10 pm. These students will walk along the front sidewalk and continue on the sidewalk along 165<sup>th</sup> Street. Students will then proceed to the cross walk at 165<sup>th</sup> Street and Mur-Len Road to continue on to their residence.